



# 2019 Texas Emergency Management Conference Exhibitor Prospectus

Texas Department of Public Safety  
Texas Division of Emergency Management

April 15 - 18, 2019

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# General Information

## Why Exhibit?

The 2019 Texas Emergency Management Conference (TEMC) - hosted by the Texas Division of Emergency Management (TDEM) takes place Monday, April 15 - Thursday, April 18 at the Henry B. Gonzalez Convention Center in San Antonio, Texas. The exhibit hall opens Monday, April 15 for conference attendees and dismantles the afternoon of Wednesday, April 17.

TEMC attracts over 2,500 elected officials, first responders, emergency managers, and decision makers from across Texas. The conference provides jurisdictions an opportunity to see and learn about innovative products and services from organizations such as yours. A large portion of TEMC success is due to our exhibitors, and we certainly hope to include your organization among those that will help make the 2019 conference better than ever!

### Exhibit Hall Schedule

Day	Date	Activity	Time
Sunday (move-in)	April 14	Vehicle Space Set Up	8 AM - 1 PM
		Booth Space Set Up	1 PM - 5 PM
Monday	April 15	Exhibit Hall Open	8 AM - 5 PM
Tuesday	April 16	Exhibit Hall Open	8 AM - 5 PM
Wednesday	April 17	Exhibit Hall Open	8 AM - 1 PM
		Exhibit Hall Dismantling	1 PM - 5 PM

*Times subject to change*

# Exhibitor Costs

## Booth Space

Description	Price		Size
	Premium	Non-Premium	
Standard 10' x 10' Booth	\$1,400	\$1,200	10' x 10'
Premium 20' x 20' Booth	\$3,000		20' x 20'
Additional Registrations	\$35		N/A

Premium booths are located near the exhibitor hall entrance and around the TDEM Lounge.

Each 10'x 10' booth (whether premium or non-premium) provides:

- **Two** registrations (access to workshops included)
- One 8' high back wall
- One 3' high side drape
- One 7" x 44" single-line identification sign
- One 6' x 30" skirted table
- Two chairs
- One wastebasket

**Note:** Electrical power, network services and materials handling are **not** included. Additional booth registrations are available for \$35 per person (**limit of 4**). Extra registrations **do not include access to workshops**.

Each premium 20'x 20' booth provides:

- **Four** registrations (access to workshops included)
- Two 6' x 30" skirted tables
- Four chairs
- One wastebasket

**Note:** Electrical power, network services and materials handling are **not** included. Additional booth registrations are available for \$35 per person (**limit of 8**). Extra registrations **do not include access to workshops**.

### Unfurnished Floor Space (No Booth)

Floor space is the area surrounding the draped and furnished 10'x10' and 20'x20' booths. It is open space intended for vehicles and trailers (e.g. ambulances, communications vehicles, mobile generators, portable lighting units, boats) as well as oversized displays such as medical tents that cannot fit within the traditional 10'x10' or 20'x20' booth spaces. Please see sample list below. For sizes not listed or to determine pricing and availability, please call the exhibit hall coordinator. The exhibit hall coordinator will approve and assign all floor spaces.

Each floor space provides:

- **Four** registrations (access to workshops included)

**Note:** Tables, chairs, drapes, electrical power, network services and materials handling are **not** included. Additional floor registrations are available for \$35 per person (**limit of 10**). Extra registrations **do not include access to workshops**.

Pricing			
10' x 15'	\$1,200	20' x 50'	\$2,250
10' x 20'	\$1,250	30' x 35'	\$2,350
15' x 20'	\$1,450	20' x 75'	\$2,750
10' x 30'	\$1,450	40' x 40'	\$2,850
10' x 40'	\$1,550	25' x 75'	\$2,950
20' x 20'	\$1,550	45' x 50'	\$3,050
20' x 30'	\$1,750	30' x 75'	\$3,050
20' x 40'	\$1,950	40' x 90'	\$3,250
Custom - Call Exhibit Hall Coordinator for Pricing			

### Exhibit Hall Coordinator:

For additional information, to reserve a floor space, or to discuss any special requirements or circumstances, please call (512) 438-6526 or submit email to [Exhibit Hall Coordinator](mailto:tdem.conference@dps.texas.gov) (tdem.conference@dps.texas.gov).

# Guidelines

## Booth Assignment

Management will attempt to accommodate space assignments per exhibitors' requests. However, management reserves the right to make all final determinations of space assignments.

## Exhibit Content

TDEM or convention center management reserves the right to refuse rental of display space to any company or organization whose display of goods or services is not, in the opinion of management, compatible with the rules, regulations or general character and objectives of the conference.

Management reserves the right to require an exhibitor to alter the exhibit before or during the show as management deems to be in the best interest of the show.

## Safety and Security

Exhibitors must follow all applicable rules and regulations of the City of San Antonio and the Henry B. Gonzalez Convention Center.

All displays must be attended, well maintained and should not pose any safety risks to other attendees. TDEM is not responsible for the property of exhibitors or attendees.

**Exhibitors agree to follow all directions/instructions given by officials who will be directing vehicle traffic during exhibitor move-in and move-out. There will be no starting or movement of vehicles without the express permission of supervisor.**

## Damages

Exhibitors are liable for any damages caused by their equipment, activities, or display.

## No Assignment or "Subletting" of Space

Exhibitors may not permit or "sublet" all or any part of their assigned booth space for the use by another business or firm unless TDEM management has given prior written approval.

## Conference Hours and Exhibitor Functions

Exhibitors' booths will be open and fully staffed during all official exhibit hall hours. The Henry B. Gonzalez Convention Center prohibits displays or demonstrations outside of the exhibit hall or convention center. TDEM prohibits early departures or disassembly.

## Installation and Removal of Exhibits

Exhibitor must install their exhibit before the official opening of the exhibit hall. TDEM prohibits installations after the floor opens to the public. Exhibits must be dismantled and removed as scheduled on Wednesday, April 17, 2019, by 5:00 PM. Arrangements for shipping or storing display materials can be made with **the company contracted to manage logistics**. More information will follow.

## Payment-Due Date and Refund Policy

Full payment is due by **March 30, 2019**. If TDEM does not receive payment by this date, booth registration is canceled and the booth becomes available to the next waitlisted vendor. **If an exhibitor has paid and would like to submit a cancellation, they must do so in writing prior to the payment due date in order to receive a full refund.** Exhibitors must submit cancellations in writing to: [tdem.omb@dps.texas.gov](mailto:tdem.omb@dps.texas.gov).

### **Other Guidelines**

Management reserves the right to change guidelines and to make additional guidelines as it deems to be in the best interest of the conference. Management has sole power to interpret and change guidelines.

### **Badge Substitutions and Fees**

After March 30, 2019, badge substitution requests will be managed onsite at the registration desk. A badge substitution fee of \$20 per badge will be charged.

### **Conference Bags**

Only registered conference exhibitors with full conference registrations are eligible to receive conference bags. Additional \$35 registrations will not receive conference bags.

### **Lead Retrieval/Attendee List**

TDEM does not provide lead retrieval or lead retrieval services.

### **Services Information**

Whether you are a private sector organization, state or federal agency, or entity doing business with a state or federal agency, you must make all arrangements for electrical, carpet, materials handling (including the unloading/loading of trucks), furnishings (including additional chairs and tables), and labor through *the company contracted to manage logistics*.

TDEM will not provide complimentary services for any real or perceived relationships with the division, the host city or participating jurisdictions.

### **Exhibit Vehicles**

**All exhibitor vehicles on display are subject to a safety inspection by the City of San Antonio Fire Marshal's Office. Vehicle batteries will be disconnected. Fuel tanks shall contain no more than ¼ tank fuel. Key to display vehicles and a 24/7 point of contact list (name/organization/cell phone number) will be maintained by the Exhibit Hall Coordinator.**

**By registering as an exhibitor at TEMC 2019, you agree to all TDEM guidelines.**

## State, local and federal agencies and Voluntary Organizations

State, local and federal agencies with emergency management-related responsibilities, as well as voluntary organizations are subject to approval for a complementary booth or floor space. **Complimentary spaces are not intended for private sector companies.**

A representative of a non-profit agency or voluntary organization may contact the Exhibit Hall Coordinator and request a non-premium 10' x 10' booth or floor space (for vehicles/oversize displays) in the exhibit hall. Upon approval, the Exhibit Hall Coordinator will reserve a booth or floor space, and then contact the representative regarding registration approval and payment requirements for the assigned space.

Although TDEM waives the cost of the booth or floor space, the organization is required to pay a \$35 registration fee for each person attending as an exhibitor. Access to workshops is not included with non-profit spaces but can be purchased separately by going to the conference registration webpage ([2019 TEMC](#)).

A 10x10 non-profit booth will include one table and two chairs (electrical power, network services and materials handling are **not** included). Up to **four** non-transferable exhibitor registrations may be purchased for each booth. Up to **eight** non-transferable exhibitor registrations may be purchased for a non-profit floor space (for vehicles or oversize displays). Drapes and furnishings are not provided for non-profit floor spaces.

TDEM will not cover the cost of any additional services such as electrical power, network, additional furnishings, or materials handling.

The amount and location of complementary booth and floor space provided will be dependent upon the nature of the request, availability of space, and TDEM's ability to accommodate the request. The TDEM Exhibit Hall Coordinator assigns all booth and floor spaces.

## For More Information

For more information about this document, please contact the Exhibit Hall Coordinator, at [tdem.conference@dps.texas.gov](mailto:tdem.conference@dps.texas.gov).